

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR MEETING
Tuesday, October 18, 2005 – 6:30 p.m.
Wackford Community & Aquatic Complex**

ATTENDANCE:

Directors present included Gil Albiani, Gerald Derr, Elliot Mulberg, Doug McElroy and Elaine Wright.

General Manager Donna Hansen, Fire Chief Keith Grueneberg, Chief Operating Officer Jeff Ramos, and Interim Administrator of Parks and Recreation Sue Wise were also present.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Mulberg called the meeting to order at 6:35 p.m.
2. Deputy Chief Phil Davis led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. Badge Pinning Ceremony – Tracey Hansen, EMS Battalion Chief
Deputy Chief Phil Davis introduced Tracey Hansen who was present with her daughter and husband. Tracey's husband who is a member of the Sacramento Fire Department did the honor of pinning her.
2. Recognition of Parks and Recreation Staff (S. Wise)
Fred Bremerman introduced Paula Landrum who is retiring after 12 years and commended her on her outstanding customer service skills.
3. The board received the 2005 Aquatic Report presented by Mike Dopson.
4. Introduction of new Administrative Services Department Staff (S. O'Donnell)
Sharon introduced Sheena Newman as new Administrative Specialist in Human Resources.
5. Receive and acknowledge correspondence of appreciation (D. Hansen)
The board received and filed six letters of commendation; Murray McDaniel for communicating status of a project, Paul Mewton, who has been here only a short time, was complimented; Roy Herren, Maintenance Facility Manager, complimented by a citizen; citizen responding what an outstanding job everyone did at the Harvest Festival; and another commendation for Mike Dopson for what he did at the CAMS Conference.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. General Manager Hansen reports Station 72 dedication was very good and we received a lot of positive feedback. We were very anxious for that station to open because of response time. We have the Parks Committee Meeting on November 2 at 6:00 p.m. at the Wackford Center. We're working on the web site and once that has been reviewed by the executive team, we'll be presenting it to the Board, most likely the second meeting in November. Torrey Johnson, Public Information Officer, has submitted her resignation to be a full-time graduate student, so we will be advertising that position.

2. Administrative Services Department Report – Chief Operating Officer Jeff Ramos reported completion of preparation package for outside auditors – audit commenced September 19. 1800 invoices were processed in August and 1700 in September, and cut 770 checks in August and 650 in September. Payroll was processed for 500 employees in August and 437 in September. There were several easement agreements processed for communication facilities, annual budget was prepared for submittal to CSMFO, annual State Controller's Report was completed, and accounting system prepared for close out of 2004-05 fiscal year.
Human Resources: Staff interviewed for 10 positions in August and 5 in September and conducted recruitment/application reviews for 5 positions in August and 8 in September. Revisions were made to station daily timesheets to reflect new contract provisions and open enrollment for health plans was September 15 through October 15.
Facilities: Continuing oversight of Station 72 construction along with remodel of the Board Room and Ehrhardt House. Conference Room B has been painted, carpeted and new furniture has been placed. Staff is preparing a skate park report. Total work orders completed for August was 68, and 57 in September. Facility rentals were as follows: Laguna Town Hall – 17 in August and 14 in September; Pavilion/Strauss Island – 13 in August and 12 in September; Wackford Complex – 23 in August and 48 in September; Elk Grove Park Picnic Sites – 69 in August and 55 in September.
Technology: Purchased and installed 25 computers in August and 21 in September. Outdated and broken equipment was surplus and picked up by Federal Recovery Assets, Inc. Content for the new web site was gathered from District staff, assembled, organized and submitted to the web developer for conversion into pages on the new web site.
Community Outreach/Partnerships: Completed our community median maintenance meetings and attended monthly Chamber luncheon.
3. Parks & Recreation Department Report – Recreation Supervisor Samantha Wallace reported three parks have been completed and open for use – Johnson Park-Phase II, McConnell Tennis Courts, and Del Meyer Park. Seven parks are in construction – Pinkerton Park, Backer Ranch Park, Miles Park, Ehrhardt Oaks Park, Willard Park, Caterino Play Area, and Pat Perez Park. Four parks are in planning stages – Morse Community Park, Machado Dairy, East Meadow Park, and Quail Ridge Park. The Rotary Club will celebrate its 100th anniversary in 2006 and CSD staff is working with the Rotary on a major tree planting effort in recognition of this milestone. The department has completed its Annual Report "The Year in Review" for fiscal year 2004/05, and training was held for all staff on budget policies and procedures.
Parks, Trails and Maintenance Division: 228 work orders were completed, 88 trees pruned, 6 trees planted, 4 trees removed, repairs were made to irrigation mainlines at Town Hall Amphitheatre and Johnson Park. New concrete was installed at EGP area #6 and Castello Park near the basketball court. Installed new power panel and electrical meter at Bruceville Road and Sutherland Drive due to a vehicle accident.
Recreation Division: Successful completion of summer programs with a high number of participants and the first teen event at Wackford Aquatic Complex was well received. We introduced fifteen new classes, successfully completed the summer session of Jr. NBA and ran a very smooth NFL Flag Football picture day. Staff coordinated the first ever Mother Son Barn Dance with more than 150 participants, who along with our own Donna Hansen, Boot Scooted the night away. KC Station hired a new Site Director for KC Stone Lake, started a new parent evaluation campaign, and started KC News which is a monthly parent newsletter through e-mail which has 357 parents subscribing.
4. Fire Department Report - (K. Grueneberg)
Administration and Operations: Captains Ferguson, Mackensen and Shurr responded to the Gulf Coast to fill overhead positions during the hurricane emergency mitigation effort; OES 267 and Water Tender 73 responded to the Topanga Fire in Los Angeles County with six firefighters; hosted an Agro-terrorism class in conjunction with UC Davis; Chief Hansen attended a two week EMS Management course; took delivery of a new Arson and Bomb vehicle paid for through a grant from Homeland Security, and a new staff vehicle that will be assigned to the EMS Chief. Calls for service were as follows: 42 – Fires, 512 – Medical Aids, 17 – Special, 161 – Other, for a total of 732.

Training: Conducted the promotional process for the position of Engineer, hosted the State Fire Marshall, Ruben Grijalva, and his staff for a site certification visit, and the Elk Grove CSD William Perry Schulze Fire Training Center was certified by the State Fire Marshal's office as a site for conducting Rescue Systems I and Confined Space Rescue Operations classes. Regularly scheduled drills were held and the facility was used for an Agricultural Terrorism Class.

Public Education/Public Relations: 24 child safety seats were inspected, 8 Station tours, two schools received visits from fire crews bringing fire safety lessons to 135 students, joined Old Town Merchants Association with a booth at the Community Pride Night, Station 74 attended an open house at KinderCare and Station 71 visited the youth of Harvest Church on their Safety Night. The Fire Department also joined the Parks and Recreation Department at their Bike Rally, visited the residents of Wallbridge Way during their large block party, co-hosted a Child Passenger Safety Technician re-certification class with Safe Kids Greater Sacramento, joined the Parks and Recreation Department in hosting a booth highlighting the many aspects of the CSD at a fundraiser "Spotlight Elk Grove", gave information on fire safety and fall prevention at Heritage Lakeside Health Fair. Station 71 visited the annual Mix 96 Kite Fest and Station 74 hosted a dinner for four at the firehouse for charity auction winners. The Fall Community Emergency Response Team (CERT) academies began on September 27 and sixty students are currently enrolled. On September 23, Elk Grove CSD firefighters joined members of the Elk Grove Police Department at Red Robin restaurant for a Hurricane Relief fundraiser. Elk Grove CSD Fire Department began the pilot phase of "Play Safe, Be Safe", a fire safety program for preschools.

Fire Prevention: Reviewed plans for 5 new buildings, 8 tenant improvements, 18 sprinkler plans, 5 fire alarm systems, 3 civil engineering plans, 46 miscellaneous projects, 8 planning referrals, 4 subdivision plans and 34 resubmitted plan checks.

Investigations: There were 7 fire investigations, and 1 felony arrest booked at Sacramento Juvenile Hall.

D. COMMUNICATIONS FROM THE PUBLIC

None.

E. CONSENT CALENDAR

1. The Board pulled the September 20, 2005 minutes from the Consent Calendar for corrections. After corrections, board voted: Albani-Wright; Derr, Mulberg - yes, McElroy - abstain
2. The Board approved reallocation of an Administrative Specialist 3 position to a Facility Supervisor I position. Albani-Wright; Derr, Mulberg, McElroy - yes
3. The Board ratified payment of the September 2005 bills and payroll for the EGCSO; and received and filed the Budget Status Reports for the month of September 2005. Albani-Wright; Derr, Mulberg, McElroy - yes
4. The Board approved Employment Contracts for Parks Administrator and Chief Operating Officer. Albani-Wright; Derr, Mulberg - yes, McElroy - abstain
5. The Board approved ratification of Resolution 2005-136 Rededication of Otto Hansen Fire Station 72. Albani-Wright; Derr, Mulberg, McElroy - yes
6. The Board approved Resolution 2005-137 honoring Paula Landrum for dedicated service to the CSD. Albani-Wright; Derr, Mulberg, McElroy - yes
7. The Board approved Resolution 2005-138 honoring Marsha Holmes as Citizen of the Year. Albani-Wright; Derr, Mulberg, McElroy - yes
8. The Board adopted Resolution 2005-139 granting an easement to Citizens Telecommunications Company of California to locate, construct and maintain communication facilities within the

landscape area on Trenholm Drive at Foulks Park and authorized the General Manager to execute all necessary documents. Albani-Wright; Derr, Mulberg, McElroy - yes

9. The Board received and filed Facilities Utilization Report. Albani-Wright; Derr, Mulberg, McElroy – yes

F. ADVERTISED PUBLIC HEARINGS

None.

G. PUBLIC HEARINGS

None.

H. STAFF REPORTS

- I. The board viewed a slide presentation regarding the Morse Community Park Master Plan from Fred Bremerman and Paul Mewton. Anticipate coming back in two weeks, November 1, for Master Plan approval. That meeting will also include the master plan information for Machado Dairy Park, East Meadow Park and Quail Ridge Park, and then two weeks later, follow it with master plan approval. This schedule is set up so that construction can begin next summer.

Director Mulberg invited the public to comment on this issue:

John Mohammed – commended Park Dept for the plans they have done and supports the dog park for Morse Park.

Liz Reeves – member of Woof Committee and supports the dog park in Morse Park.

Ed Pert – thanked staff and urged work on plan for skate park.

Denis Hulett – promotes more skate parks.

David Chen – Would like to see a tennis court at Morse Park.

Kristie Rivera - Playground Partners supports Morse Park being built.

Tracy Scribner – would like to modify the Morse Park plan to include an enlarged play area for kids and wants skate park re-opened.

Crissy Burrue – supports the dog park in Morse Park and would like the running track lengthened to a full mile.

Lisa Polk – supports the dog park at Morse Park.

Chris Jennings - supported Morse Park plans and dog park

Erin Gingat - supported dog park at Morse Park.

Marilyn Dayton – supported dog park at Morse Park.

2. The board reviewed and approved the proposed Fee Waiver Policy for Disaster Relief Events by Non-Profit Organizations. Albani (Item #14 should be 30-60 days) – Wright; McElroy, Derr, Mulberg – Yes.

I. BOARD OF DIRECTORS BUSINESS

1. Consider rescheduling November 1, 2005 meeting because of Citizen of the Year Dinner. General Manager Hansen stated she needed the meeting and it is a very large agenda. If approval is not received on Morse Park Master Plan within the next two weeks, it may delay construction for one year. Director Albani suggested starting at 4:30, all agreed.

J. COMMUNICATIONS FROM THE PUBLIC (Agendized items)

See above.

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. Director Albani requested a discussion questioning the need for two agenda items entitled Communication from the Public.
2. Director McElroy requested changes be made to the Facilities Utilization Reports to show timelines and anticipated completion dates.
3. Director Derr advised he would like to discuss the Fire Department current headquarters.
4. Director Mulberg requested customer service training for all new full-time and part-time staff.
5. Director Wright requested an analysis of the actual sports attendance figures within Elk Grove.

L. ADJOURNMENT TO EXECUTIVE SESSION

The board adjourned to Executive Session at 9:00 p.m.

M. EXECUTIVE SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
(Agency Designated Representatives – General Manager)
NON-REPRESENTED EMPLOYEES: AT-WILL EMPLOYEES
(Government Code Section 54957.6 – Personnel Matters)

N. REOPEN REGULAR MEETING

Meeting reopened at 9:30 p.m.

O. ADJOURNMENT

Meeting adjourned at 9:30 p.m.